

# Prescription Plus - Part-Time Pharmacist Position

## **SUMMARY:**

To manage the operations of the pharmacy while on duty, including providing consultation to both customers and health care providers, practice to full scope in providing professional services, dispensing medication, and assisting in the maintenance of the dispensary.

## **DUTIES & RESPONSIBILITIES:**

- Pharmacy and Customer Service
- Acknowledge all customers approaching the Pharmacy
- Practice within federal/provincial, regulatory/legal requirements
- Ensure all privacy requirements are met, including customer confidentiality and consent management
- Provide counselling on prescriptions, over the counter/behind the counter products
- Practice to full extent of expanded scope with Professional Services, within your capability
- Ensure accuracy and appropriateness of all prescriptions dispensed
- Communicate with other health care professionals within the circle of care to provide customer care
- Maintain all records required in accordance with legislation, standards of practice, and policy

## **Workflow and Inventory Management:**

- Control access to the dispensary with respect to inventory and patient confidentiality
- Review and maintain Workflow Queues daily
- Review of stock to identify expired inventory
- Oversight of current stock levels and medication orders from wholesaler
- Ensure all requirements for documentation and control of substances under the Controlled Drugs and Substances Act and Regulations are met and reporting to Health Canada and regulatory bodies

## **Operations:**

- Ensure entry/pickup workstations, counselling/waiting areas, and work islands reflect an appropriate image of the pharmacy

- Involvement with financial reports as appropriate **Experience, Skills & Qualifications:**
- Independent thinking and decision making - makes decisions when dealing with issues or problems
- Plan, coordinate and delegate assignments and provide coaching to Pharmacy team members and students
- Proven ability to drive and build the business, lead by example and support enterprise programs
- Commitment to providing exceptional customer service
- Superior customer relations skills and a strong sense of professionalism
- Strong problem-solving skills including experience formulating and. executing action plans
- Strong personal computing skills and knowledge of Pharmacy systems a definite asset • Ensure all Health & Safety procedures are followed to provide a healthy and safe work environment
- Complete mandatory training and voluntary continuing education workshops, as needed

Note: The position advertised is a part-time position and would be shared with another pharmacist. The hours of operation are Monday-Friday 9am-5pm, no weekends required.

Job Type: Part-time

Expected hours: 20 per week or 40 every other week

Please contact:

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